

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DEPUTY COMMISSIONER OF PUBLIC WORKS-
ADMINISTRATION**

Jurisdictional Class: **Exempt**
Date Adopted:
Date Revised: **June 2007**
Jurisdictions: **County**
Union Status: **Exempt**

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative work requiring a detailed knowledge of the County Highway Department. The work is performed under the general supervision of the County Highway Commissioner permitting the employee wide leeway for the exercise of independent judgment. Supervision may be exercised over clerical staff and other subordinate department personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (ILLUSTRATIVE ONLY)

Assists Commissioner by the performance of administrative functions including department management, planning, direction of personnel, etc.;

Prepares department annual reports by tabulating statistics for paving and maintenance work, bridge repair, snow removal and ice control,

Assists towns in administration of Town Highway Improvement Program by preparing project plans, inspection and review of projects to see that state requirements are met;

May assist in supervision of snow and ice removal and any other emergency activities;

Serves as FEMA liaison during a declared disaster and monitors projects;

Oversees Paving Program and relative project scheduling;

Works with the Commissioner in the development of Department policy;

Receives and reviews citizen and county employee complaints regarding the work of the Department and reports such complaints to the Commissioner as necessary;

Assists the Commissioner in the evaluation of employee performance;

With the approval of the Commissioner, and in accordance with County Personnel Policy and Practice, resolves personnel problems and carries out disciplinary actions as required;

May assist in field survey work as a chairperson or rodperson.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of administrative practices and procedures involved in the initiation, planning and implementing of major highway programs; good knowledge of State Department of Transportation highway construction requirements; good knowledge of office principles and practices, business mathematics and English; ability to tabulate data and record statistics; ability to prepare and present oral and written reports; ability to plan and supervise to work of others; ability to understand and carry out complex oral and written instructions; ability to establish and maintain satisfactory working relationships with others; good judgment; resourcefulness; dependability; tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and five years full-time paid experience involving administration, planning, review and inspection of construction projects.

Last Reviewed: n/a
Last Updated: 06/07
Reviewed By: n/a
Last Reallocated: n/a

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NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.